How To Conduct Armor Ceremonies
Table of Contents

Chapter 1  The Ceremony ...................................................................................................... 3

Chapter 2  Dining In ............................................................................................................... 7
  Suggested Breakdown of Tasks ....................................................................................... 9
  Suggested Briefing Outline .............................................................................................. 10
  Suggested Agendas .......................................................................................................... 12
  Sample Script for Host and Narrator ........................................................................... 13

Chapter 3  Dining Out .......................................................................................................... 16
  Suggested Breakdown of Tasks ....................................................................................... 18
  Suggested Briefing Outline .............................................................................................. 19
  Suggested Agendas .......................................................................................................... 21
  Sample Script for Host and Narrator ........................................................................... 22

Chapter 4  Military Ball ....................................................................................................... 26
  Suggested Breakdown of Tasks ....................................................................................... 28
  Suggested Briefing Outline .............................................................................................. 29
  Suggested Agendas .......................................................................................................... 31
  Sample Script for Mr. President and Mr. Vice .............................................................. 32

Chapter 5  The Grog Ceremony .......................................................................................... 36

Chapter 6  The Legend of Saint George ........................................................................... 39
  The Tradition of Saint George’s Day .............................................................................. 41
  The Order of Saint George Medallions ........................................................................ 42
  The Noble Patron of Armor Award .............................................................................. 44
  The Order of Saint Joan D’Arc Medallion .................................................................. 45
  How To Request Awards ................................................................................................. 46
  Wear Guidance For Medallions ..................................................................................... 47
  Saint George Commemoration Ceremony Sample Script ............................................ 48
  Nomination Memo Order of Saint George .................................................................. 52
  Nomination Letter Noble Patron of Armor .................................................................. 53
  Nomination Letter Saint Joan D’Arc ............................................................................ 54
  Multiple Nominations Memo ......................................................................................... 55

Appendix A  Fiddler’s Green ............................................................................................ 56

Appendix B  Choral Selections .......................................................................................... 57
Chapter 1

The Ceremonies

General Observations. Ceremonies may take many forms. The only limits to the organization of ceremonies are the imaginations of the planners and good taste. Naturally, certain restrictions and requirements narrow the available choices, but planners should be open-minded and consider all the possibilities.

Types of Ceremonies

$ Dining-in
$ Dining-out
$ Military ball

Planners should never forget that each of these activities ought to retain the dignity essential to achieving the common objectives of esprit de corps, camaraderie, and traditions.

Common Elements

Although all of the ceremonies, above, are different, there are certain elements common to most of them:

$ Receiving lines
$ Toasts
$ Reading of Legends
$ Inductions

These are important activities and should be included when appropriate. The procedures listed below are essentially the same for all types of ceremonies.

Receiving Lines. Planners must give receiving lines special consideration. Many people tend to shy away from receiving lines. Such discourteous actions occur because many people don’t know how to conduct themselves in these situations. Planners must do whatever is necessary to educate those who will attend. Receiving lines usually are located near an entrance and are kept as short as possible. The first person in the line will be an individual whose sole duty is to announce the names of the guests. This person doesn’t shake hands or carry on conversations. His job is merely to introduce the arriving guests to the next person in the line. The subsequent members of the line receive guests. Normally, commanders are asked to do this, but it can be a distinguished guest or whoever is sponsoring the function. Other distinguished persons complete the line. As couples approach the line, the man moves to the right of the woman, so she is ahead of him, and states the woman’s name to the first person in line. The aide, or whoever is acting as the introducer, then turns to the first dignitary and introduces the woman. The dignitary shakes her hand, and says something similar to, Good evening, “Ma’am”, nice to see you. A reply on her part is appropriate. After the woman has been introduced, the man
introduces himself to the aide. He then follows the same introductory procedure. Remember, extended conversation has no place in a receiving line. It may be useful to have several junior officers positioned close to the end of the line to direct guests away after they have completed the introductory process.

**Toasts.** Toasts are a traditional element of the dining-in and dining-out. They also may be incorporated into other ceremonies. More often than not, toasts using wine occur after dinner, but toasts early in the program are appropriate. Planners must decide in advance the subject of each toast and the person who will present it. The toasts should be practiced before the ceremony so each presenter knows when and how to give his particular toast. The presenter can be anybody in the unit, but a junior officer often is asked to give at least one toast. Toasts may be made to the President of the United States, the United States Army, the division, the regiment and the unit. When guests from another country are present, the commander or highest official of the host country proposes a toast to the head of state of the guest’s country. When more than one foreign country is represented, the host may present a collective toast to all heads of state naming them in the order of the seniority of the representatives present. To this collective toast, the highest-ranking foreign officer present will respond on behalf of all by proposing a toast to the health of the host nation’s head of state.

The proper procedure for guests to follow during all toasts is to take the toasting glass and hold it at waist level. When the toast is proposed, repeat the subject of the toast, raise the glass to eye level and then take a drink. For example, when the President of the Mess says, Ladies and gentlemen, The United States of America, celebrants should respond, The United States of America, and take a drink. Remember, no toasts other than those listed in the program should be offered.

**Reading of Legends.** The reading of Legends is an important part of every ceremony. Such readings may be included as part of a ceremony and may occur earlier in the program. There is no established rule about who should read the legend, but whoever does should practice. A good legend will include historical information and the symbolic importance of the legends.

**Induction.** Inductions into the Orders of Saint George, Saint Joan, and Noble Patron are traditional parts of most ceremonies. They require proper planning and coordination to ensure flawless performance. A narrator should first read the legends to set the stage. Then he should call the recipients forward individually to receive their awards. Before the actual presentation of the award, the narrator may read a brief biographical sketch about the recipient. The awards presenter should be the senior Armor officer present or other knowledgeable high-ranking official. Either the narrator or the presenter should read the citation while the audience stands. After the awards presentations, the ceremony may end by singing traditional Armor songs. The narrator and presenter should practice the ceremony beforehand.
The Protocols

As at any formal affair, celebrants at events should act with decorum and sobriety. The following list of protocols won't make celebrants experts on etiquette, but it should increase their understanding of what should occur during the evening's activities. There is no need to memorize the procedures, but celebrants should take the time to familiarize themselves with the general outline. Remember, the standards of protocol are important ingredients at this formal ceremony of dedication and professionalism.

Dress. Dress for the ceremonies should be Black Tie. This means military personnel should wear the black bow tie with one of the following uniforms:

   Army Blue
   Army Blue Mess

Celebrants may wear ribbons or miniature or regular medals on the Army Blue or White uniforms. Miniature medals are appropriate on the Army Blue Mess or Army White Mess uniforms. For civilian guests, the appropriate attire will be the tuxedo or formal gown.

Cocktails. Cocktails will be available before dinner. No further drinks should be ordered after assembly is sounded.

Conversation. Protocol dictates that conversation should be light and of short duration. Participants should move around and talk to as many other guests as possible. Military celebrants should give special attention to civilian guests.

Seating. Although there will be place cards on every table, celebrants should consult the seating plan in the cocktail areas before entering the dining room. Having reached the dining area, each celebrant should stand behind his or her chair. The President of the Mess will instruct the mess when to be seated.

Head Table. Tradition requires use of a head or speaker's table. The presiding officer, President of the Mess, sits in the center with the most distinguished guest at his right. The next most distinguished guest is on his left, and so alternately across the head table until all are accounted for in order of relative rank or importance. It is customary for all guests to sit at one table.

Initial Ceremonies. At the beginning of the ceremony, a color guard will post the Colors. During this presentation, all celebrants should face the head table. Toasts will then be offered.

Points of Order. Narrator will entertain points of order from the floor.

The Meal. Because the head table will always be served first, celebrants may eat as soon as they are served.
**Final Ceremonies.** Before the induction ceremony, an honor guard will present a saber commemorating the Sword of Dioscorus. At the end of the ceremony, the honor guard will sheath the sword, and the color guard will retire the Colors. During all three events, celebrants should stand and face the head table.
Chapter 2

DINING IN

The Dining-in. The dining-in is one of the more common ways to conduct a ceremony. It involves Soldiers and Leaders assigned to the command and selected guests. It is a formal dinner with strict rules of conduct. Two persons the Host and Narrator control the progress of the dinner. This type of ceremony is an excellent way to gather Troopers together socially and build on the camaraderie of a particular unit. There are, however, a few disadvantages associated with this format. It doesn't involve spouses and, unless strictly controlled, can be counterproductive.

General Observations. Planning the ceremony will require time and effort, so begin as early as possible. An early start will also allow planners to make changes and handle problems as they arise.

The Planners. One action officer can't do the job alone. That's why the third milestone reflected below is a request to all commanders for unit project officers. Remember, their jobs are to help the action officer, not merely to act as communicators. Before meeting with the project officers, the action officer should get detailed guidance and propose a complete, by-unit list of tasks to be accomplished. Many ceremonies require other tasks; therefore, action officers should not rely solely on these identified tasks. A good wargaming session at the actual location of the event should help identify most other tasks.

The planner's biggest task will be to follow up on specific tasks and to make sure everything gets accomplished on time. Although the action officer should use his unit project officer as much as possible, he shouldn't give any individual so many tasks that he can't do the job correctly.

The Milestones. The following general planning sequence for a dining-in conducted at an officers' club should give action officers a good point of departure for their local planning efforts.

Milestones

Leadership designates an action officer and provides planning guidance.

Action officer prepares the invitation to the guest speaker for senior Armor officer's signature. Senior Armor officer and action officer wargame the initial plan at the celebration site.

Action officer sends notification letters to all commanders requesting the appointment of unit or staff project officers, establishing an initial meeting date and soliciting award recommendations.
Action officer conducts an initial planning meeting for all unit project officers and receives award recommendations.

Action officer sends requests for the supporting band with suggested and required instrumental and choral selections.

Action officer sends tasking letters to all participating organizations.

Action officer conducts a coordination meeting with the club officer and catering manager. They should discuss costs, alternative menus and table arrangements.

Action officer provides an update briefing for the senior Armor officer.

Action officer conducts a final planning meeting with unit project officers. He concentrates on:

- Distribution of spaces and invitations.
- Distribution of a participant's guide.
- Parking arrangements.
- Physical preparation of the site.

Action officer provides a summary briefing for the senior Armor officer. He covers:

- Invitations and responses to date.
- Program, including details on the awards presentations.
- Final seating plan.
- Funding situation.
- Physical arrangements.
- Rehearsal requirements.

The senior Armor officer, action officer and participants conduct a complete rehearsal.

The action officer writes and posts letters of appreciation.

The action officer prepares a detailed after-action report with photographs for unit files.
Suggested Breakdown of Tasks
General taskings for a typical posts' organization appear below:

Post Action Officer
$ Allocate spaces
$ Determine guest lists
$ Obtain and issue invitations
$ Obtain band and chorus
$ Recommend songs and musical selections
$ Recommend menu
$ Revise and produce Guide and Ceremony Programs
$ Maintain contact with officers' club
$ Coordinate all activities
$ Submit plan for approval to the senior Armor officer
$ Place all orders for food, beverage and services with the officers' club

Staff Project Officer
$ Prepare seating plan
$ Procure and distribute pro rata sheets
$ Provide transportation as required
$ Develop publicity
$ Handle allocation and pro rata sheets within the staff
$ Help the post action officer obtain and issue invitations
$ Provide escort officer for distinguished guests as required
$ Provide photographic coverage

Unit #1 Project Officer
$ Provide the color guard
$ Handle allocation of spaces and pro rata sheets within the unit
$ Provide escort officers for distinguished guests as required
$ Plan, coordinate and provide decorations for the receiving line area and
  front hallway of the officers' club
$ Meet any special personnel requirements

Unit #2 Project Officer
$ Decorate the cocktail area
$ Provide 50 state flags as well as those of Allied nations as required
$ Handle allocation of spaces and pro rata sheets within the unit

Unit #3 Project Officer
$ Provide a weapons display outside officers' club entrance
$ Check attendance and receive guests inside officers' club entrance
$ Decorate the dining room
$ Handle allocation of space and pro rata sheets within the unit
$ Nominate Narrator

Unit #4 Project Officer
$ Decorate the bar areas
$ Handle allocation of spaces and pro rata sheets within the unit
$ Coordinate Military Police support

Suggested Briefing Outline
Structure of Update Briefing for Senior Armor Officer
$ Title format
$ Date
$ Time
$ Location
$ Uniform
$ Proposed special guest list
$ Attendance allocations by unit
$ Estimated cost per person
$ Sequence of events
$ Taskings
$ Proposed parking plan
$ Guest speaker
$ Host of the Mess and Narrator
$ Proposed menus
$ Proposed musical selections
$ Proposed guide for participants
$ Additional guidance

Suggested Program

Ceremonial Firing of the Cannon

Introductory Sequence
Ruffles and Flourishes
Opening of mess
Posting of Colors
Invocation
Toasts
  The United States of America
  The President of the United States
  The United States Army
  The Armor and Cavalry
  Our loved ones not present
Identification of honored guests

Meal Sequence
   Sampling of meat
   Meat Service
   Fiddler's Green
   Comfort break

Respects Sequence
   History of the Armor and Cavalry

Awards Sequence
   Introduction
   Citation
   Inductions

Guest Speaker Sequence
   Introduction
   Speech
   Memento presentation

Concluding Sequence
   Group sing
   Retiring the Colors
Suggested Agenda

Dining-In

1800-1900  Social
1900-1950  Senior Armor officer and guests arrive and receiving line operates
1950-1951  Bugler sounds Assembly
1951-2000  Participants move into ballroom
2000-2001  Bugler sounds Mess Call
2001-2020  Colors posted, invocation and introduction of head table
2020-2021  Narrator served meat for his official sampling
2021-2050  Dinner served
2050-2105  Fifteen minute comfort break announced
2105-2106  Bugler sounds Assembly
2107-2110  Toasts
2110-2115  Narrator pays respects to Armor and Cavalry
2115-2120  Senior Armor officer introduces guest speaker
2120-2150  Speech
2150-2155  Group sing (Gary Owen, Army Song)
2155-2200  Colors retired
**Preliminary Notes**

Upon arrival, proceed down hallway, take a glass of punch, and enter the anteroom for cocktails. Seating plans will be displayed prominently. Ensure you have set up your table before Mess Call.

At the exact hour the ceremony begins, the senior Armor officer and special guests will arrive under the guidance of their escort officers.

Ten minutes before dinner, signal the bandsman to sound Assembly. This indicates there are 10 minutes in which to finish cocktails. Further drinks should not be ordered during this time.

At the proper time, tell the bandsman to sound Mess Call. Except for those to be seated at the head table, everyone will enter the dining room and remain standing. Remind those entering the dining room not to bring in drinks. When everyone else is in place, the Host will escort those to be seated at the head table to their seats.

Honors will be rendered to the senior Armor officer.

**Sample Script**

Host: [With one rap of the gavel]

   Ladies and gentlemen, the mess is open! Command Sergeant Major, present the Colors.

Everyone faces the center aisle

Command Sergeant Major:

   Sir, the Colors are present.

[National Anthem]

Host:

   Post the Colors.
   Chaplain, please give the invocation.
   [Invocation]

   Ladies and gentlemen, take your seats.

Host of the Mess introduces those seated at the head table.

Narrator: [Sounds chimes] Host, with your permission, Dinner will be served.

Host:

   By all means, proceed!

Host finishes his salad. Host and Narrator are served the meat. Host: [Raps gavel, if necessary]
Narrator, sample the meat and report.

Narrator: Sir, the meat is ______.

Dinner continues. Band entertains.

Host: [Raps gavel, if necessary]

We will take a 15-minute comfort break. Return to your seats promptly at _______ hours.

During the comfort break, the tables will be cleared except for the decorations and port glasses. Water glasses and non-alcoholic drinks will be available for non-drinkers. The waiters will position coffee cups and serve coffee. Simultaneously, waiters will place port decanters on the tables.

At the Narrator’s cue, bugler sounds Assembly 10 minutes after the comfort break is announced. When Assembly sounds, everyone will be seated.

Host: [Raps gavel, if necessary]

Please pass the port!

The Host will take the lead by circulating the port in a clockwise direction. Each person fills his glass and passes on the decanter.

Host: Please rise. Toasts are now in order.

All rise and remain standing until the conclusion of the toasts. Hold port glasses in the right hand.

[Drum roll] (optional)

Host: I propose a toast to the United States of America.

All drink the Toast and say,

to the United States

The band plays God Bless America.

[Drum roll]

Major or below, Post Staff: I propose a toast to the President of the United States.

All drink the Toast and say,
to the President.

[Drum roll]
Major or below, Unit #1: I propose a toast to the United States Army.

All drink the Toast and say,

to the Army.
[Drum roll]

Major or below, Unit #2: I propose a toast to the Armor Branch.

All drink the Toast and say,

to the Armor Branch.
[Drum roll]

Major or below, Unit #3 I propose a toast to Armor and Cavalry soldiers, past and present.

All drink the Toast and say,

to Armor and Cavalry soldiers, past and present.
[Drum roll]

Host: That concludes the toasts. Please be seated.

Neither the Host nor Narrator should recognize any points of order.

Host: I call upon __________ to pay respects on behalf of us all to the United States Armored Branch.

Host: Please rise, I now call upon __________ to come forward and lead us in singing > The Army Song.

Host: Please join me in the bar.

The Band plays __________, as those at the head table leave the dining room, followed by those from the other tables. The Narrator is the last person to leave. No one should leave the tables at any time before this, except in cases of dire distress.
CHAPTER 3

DINING OUT

The Dining-out. In modern parlance, the dining-out is quite similar to the dining-in. The only difference is spouses are included. The dining-out is a formal affair, and strict rules of conduct still apply.

General Observations. Planning the ceremony will require time and effort, so begin as early as possible. An early start will also allow planners to make changes and handle problems as they arise.

The Planners. One action officer can't do the job alone. That's why the third milestone reflected below is a request to all commanders for unit project officers. Remember, their jobs are to help the action officer, not merely to act as communicators. Before meeting with the project officers, the action officer should get detailed guidance and propose a complete, by-unit list of tasks to be accomplished. Many ceremonies require other tasks; therefore, action officers should not rely solely on these identified tasks. A good wargaming session at the actual location of the event should help identify most other tasks.

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Action officer conducts an initial planning meeting for all unit project officers and receives award recommendations.
Action officer sends requests for the supporting band with suggested and required instrumental and choral selections.

Action officer sends tasking letters to all participating organizations.

Action officer conducts a coordination meeting with the club officer and catering manager. They should discuss costs, alternative menus and table arrangements.

Action officer provides an update briefing for the senior Armor officer.

Action officer conducts a final planning meeting with unit project officers. He concentrates on:

- Distribution of spaces and invitations.
- Distribution of a participant's guide.
- Parking arrangements.
- Physical preparation of the site.

Action officer provides a summary briefing for the senior Armor officer. He covers:

- Invitations and responses to date.
- Program, including details on the awards presentations.
- Final seating plan.
- Funding situation.
- Physical arrangements.
- Rehearsal requirements.

The senior Armor officer, action officer and participants conduct a complete rehearsal.

The action officer writes and posts letters of appreciation.

The action officer prepares a detailed after-action report with photographs for unit files.
Suggested Breakdown of Tasks
General taskings for a typical posts' organization appear below:

Post Action Officer
$ Allocate spaces
$ Determine guest lists
$ Obtain and issue invitations
$ Obtain band and chorus
$ Recommend songs and musical selections
$ Recommend menu
$ Revise and produce Guide and Ceremony Programs
$ Maintain contact with officers' club
$ Coordinate all activities
$ Submit plan for approval to the senior Armor officer
$ Place all orders for food, beverage and services with the officers' club

Staff Project Officer
$ Prepare seating plan
$ Procure and distribute pro rata sheets
$ Provide transportation as required
$ Develop publicity
$ Handle allocation and pro rata sheets within the staff
$ Help the post action officer obtain and issue invitations
$ Provide escort officer for distinguished guests as required
$ Provide photographic coverage

Unit #1 Project Officer
$ Provide the color guard
$ Handle allocation of spaces and pro rata sheets within the unit
$ Provide escort officers for distinguished guests as required
$ Plan, coordinate and provide decorations for the receiving line area and front hallway of the officers' club
$ Meet any special personnel requirements

Unit #2 Project Officer
$ Decorate the cocktail area
$ Provide 50 state flags as well as those of Allied nations as required
$ Handle allocation of spaces and pro rata sheets within the unit

Unit #3 Project Officer
$ Provide a weapons display outside officers' club entrance
$ Check attendance and receive guests inside officers' club entrance
$ Decorate the dining room
$ Handle allocation of space and pro rata sheets within the unit
$ Nominate Mr. Vice

Unit #4 Project Officer
$ Decorate the bar areas
$ Handle allocation of spaces and pro rata sheets within the unit
$ Coordinate Military Police support

Suggested Briefing Outline
Structure of Update Briefing for Senior Armor Officer
$ Title format
$ Date
$ Time
$ Location
$ Uniform
$ Proposed special guest list
$ Attendance allocations by unit
$ Estimated cost per person
$ Sequence of events
$ Taskings
$ Proposed parking plan
$ Guest speaker
$ Host of the Mess and Narrator
$ Proposed menus
$ Proposed musical selections
$ Proposed list of persons to receive the Orders of St. George and the Armor
  Order of Molly Pitcher (Optional)
$ Proposed guide for participants
$ Additional guidance

Suggested Program

Ceremonial Firing of the Cannon

Introductory Sequence
  Ruffles and Flourishes
  Opening of mess
  Posting of Colors
  Invocation
  Toasts
    The United States of America
    The President of the United States
    The United States Army
    The Armor and Cavalry
    Our loved ones not present
Identification of honored guests

Meal Sequence
   Sampling of meat
   Meat Service
   Fiddler's Green
   Comfort break

Respects Sequence
   History of the Armor and Cavalry
   Story of St. Joan D'Arc at ceremonies where ladies are present (Optional)

Awards Sequence
   Introduction
   Citation
   Inductions

Guest Speaker Sequence
   Introduction
   Speech
   Memento presentation

Concluding Sequence
   Group sing
   Retiring the Colors
Suggested Agenda

Dining-Out

1830-1900  Receiving line operates
1830-1920  Cocktails served
1920-1921  Bugler sounds Assembly
1921-1930  Guests proceed to dining room
1930-1931  Bugler sounds Mess Call
1931-1945  Colors posted, invocation and introduction of head table
2020-2021  Narrator served meat for his official sampling
1945-2015  Dinner served
2015-2030  Fifteen-minute comfort break announced
2030-2035  Toasts
2035-2040  Narrator pays respects to Armor and Cavalry
2040-2045  Senior Armor officer introduces guest speaker
2045-2110  Speech
2110-2130  Orders of St. George and St. Joan D'Arc induction ceremonies
2130-2135  Group sing (Gary Owen, Army Song)
2135-2140  Colors retired
Preliminary Notes

Upon arrival, proceed down hallway, take a glass of punch and enter the anteroom for cocktails. Seating plans will be displayed prominently. Ensure you have set up your table before Mess Call.

At the exact hour the ceremony begins, the senior Armor officer and special guests will arrive under the guidance of their escort officers.

Ten minutes before dinner, signal the bandsman to sound Assembly. This indicates there are 10 minutes in which to finish cocktails. Further drinks should not be ordered during this time.

At the proper time, tell the bandsman to sound Mess Call. Except for those to be seated at the head table, everyone will enter the dining room and remain standing. Remind those entering the dining room not to bring in drinks. When everyone else is in place, the Host will escort those to be seated at the head table to their seats.

Honors will be rendered to the senior Armor officer.

Sample Script

Host: [With one rap of the gavel]
Ladies and gentlemen, the mess is open! Command Sergeant Major, present the Colors.

Everyone faces the center aisle

Command Sergeant Major:
Sir, the Colors are present.

[National Anthem]

Host:
Post the Colors.
Chaplain, please give the invocation.
[Invocation]

Ladies and gentlemen, take your seats.

Host of the Mess introduces those seated at the head table.

Narrator:[Sounds chimes] Host, with your permission,
Dinner will be served.

Host:
By all means, proceed!

President finishes his salad. Host and Narrator are served the meat.
Host: [Raps gavel, if necessary]
    Narrator, sample the meat and report.

Narrator: Sir, the meat is ________.

Dinner continues. Band entertains.

Host: [Raps gavel, if necessary]
    Ladies and gentlemen, we will take a 15-minute comfort break. Return to your
    seats promptly at ________ hours.

    During the comfort break, the tables will be cleared except for the decorations
    and port glasses. Water glasses and non-alcoholic drinks will be available for non-
    drinkers. The waiters will position coffee cups and serve coffee. Simultaneously,
    waiters will place port decanters on the tables.
    At the Narrator's cue, bugler sounds Assembly 10 minutes after the comfort
    break is announced. When Assembly sounds, everyone will be seated.

Host: [Raps gavel, if necessary]
    Ladies and gentlemen, please pass the port!

The Host will take the lead by circulating the port in a clockwise direction. Each person
fills his glass and passes on the decanter.

Host: Ladies and gentlemen, please rise. Toasts are now in order.

All rise and remain standing until the conclusion of the toasts. Hold port glasses in the
right hand.

    [Drum roll] (optional)

Host: I propose a toast to the United States of America.

    All drink the Toast and say,

    to the United States

    The band plays God Bless America.
    [Drum roll]

Major or below, Post Staff: I propose a toast to the President of the United
    States.

    All drink the Toast and say,

    to the President.
Major or below,  
Unit #1:  
I propose a toast to the United States Army.  
All drink the Toast and say,  
to the Army.  
[Drum roll]

Major or below,  
Unit #2:  
I propose a toast to the Armor Branch.  
All drink the Toast and say,  
to the Armor Branch.  
[Drum roll]

Major or below,  
Unit #3  
I propose a toast to Armor and Cavalry soldiers, past and present.  
All drink the Toast and say,  
to Armor and Cavalry soldiers, past and present.  
[Drum roll]

Ladies are seated

Narrator:  
I propose a toast to the Ladies.  
Men drink the Toast and say,  
to the Ladies.

Host:  Ladies and gentlemen, that concludes the toasts. Please be seated.

Neither the Narrator nor Host should recognize any points of order.

Host:  I call upon __________ to pay respects on behalf of us all to the United States Armored Branch.

Following this, the Senior Armor will say a few words and introduce the distinguished guest speaker. Remarks by the distinguished guest and thanks by the Senior Armor officer, including the presentation of a memento, will then occur in sequence with the inductions.

Host:  Ladies and gentlemen, please rise, I now call upon __________ to come forward and lead us in singing >The Army Song and >The Gary Owen Song.
Host: Ladies and gentlemen, please join me in the bar.

The Band plays XXXX, as those at the head table leave the dining room, followed by those from the other tables. The Narrator is the last person to leave. No one should leave the tables at any time before this, except in cases of dire distress.
CHAPTER 4

MILITARY BALL

The Military Ball. The military ball offers a different program in that dancing is incorporated into the ceremony. It is still a formal affair and, if properly executed, will not detract from the integrity of the ceremony. Dinner often is served beforehand, and breakfast may be served afterwards. However, neither of these costly meals is essential. At a ball, dancing is more or less formal. The advantage of such a ceremony is that it can be open to all ranks, but the disadvantage is it requires a large facility.

General Observations. Planning the ceremony will require time and effort, so begin as early as possible. An early start will also allow planners to make changes and handle problems as they arise.

The Planners. One action officer can't do the job alone. That's why the third milestone reflected below is a request to all commanders for unit project officers. Remember, their jobs are to help the action officer, not merely to act as communicators. Before meeting with the project officers, the action officer should get detailed guidance and propose a complete, by-unit list of tasks to be accomplished. Many ceremonies require other tasks; therefore, action officers should not rely solely on these identified tasks. A good wargaming session at the actual location of the event should help identify most other tasks.

The planner's biggest task will be to follow up on specific tasks and to make sure everything gets accomplished on time. Although the action officer should use his unit project officer as much as possible, he shouldn't give any individual so many tasks that he can't do the job correctly.

The Milestones. The following general planning sequence for a military ball conducted at an officers' club should give action officers a good point of departure for their local planning efforts.

Milestones

Leadership designates an action officer and provides planning guidance.

Action officer prepares the invitation to the guest speaker for senior Armor officer's signature. Senior Armor officer and action officer wargame the initial plan at the celebration site.
Action officer sends notification letters to all commanders requesting the appointment of unit or staff project officers, establishing an initial meeting date and soliciting award recommendations.

Action officer conducts an initial planning meeting for all unit project officers and receives award recommendations.

Action officer sends requests for the supporting band with suggested and required instrumental and choral selections.

Action officer sends tasking letters to all participating organizations.

Action officer conducts a coordination meeting with the club officer and catering manager. They should discuss costs, alternative menus and table arrangements.

Action officer provides an update briefing for the senior Armor officer.

Action officer conducts a final planning meeting with unit project officers. He concentrates on:

- Distribution of spaces and invitations.
- Distribution of a participant’s guide.
- Parking arrangements.
- Physical preparation of the site.

Action officer provides a summary briefing for the senior Armor officer. He covers:

- Invitations and responses to date.
- Program, including details on the awards presentations.
- Final seating plan.
- Funding situation.
- Physical arrangements.
- Rehearsal requirements.

The senior Armor officer, action officer and participants conduct a complete rehearsal.

The action officer writes and posts letters of appreciation.

The action officer prepares a detailed after action report with photographs for unit files.
Suggested Breakdown of Tasks
General taskings for a typical posts' organization appear below:

Post Action Officer
$ Allocate spaces
$ Determine guest lists
$ Obtain and issue invitations
$ Obtain band and chorus
$ Recommend songs and musical selections
$ Recommend menu
$ Revise and produce Guide and Ceremony Programs
$ Maintain contact with officers' club
$ Coordinate all activities
$ Submit plan for approval to the senior Armor officer
$ Place all orders for food, beverage and services with the officers' club

Staff Project Officer
$ Prepare seating plan
$ Procure and distribute pro rata sheets
$ Provide transportation as required
$ Develop publicity
$ Handle allocation and pro rata sheets within the staff
$ Help the post action officer obtain and issue invitations
$ Provide escort officer for distinguished guests as required
$ Provide photographic coverage

Unit #1 Project Officer
$ Provide the color guard
$ Handle allocation of spaces and pro rata sheets within the unit
$ Provide escort officers for distinguished guests as required
$ Plan, coordinate and provide decorations for the receiving line area and front hallway of the officers' club
$ Meet any special personnel requirements

Unit #2 Project Officer
$ Decorate the cocktail area
$ Provide 50 state flags as well as those of Allied nations as required
$ Handle allocation of spaces and pro rata sheets within the unit

Unit #3 Project Officer
$ Provide a weapons display outside officers' club entrance
$ Check attendance and receive guests inside officers' club entrance
$ Decorate the dining room
$ Handle allocation of space and pro rata sheets within the unit
$ Nominate Mr. Vice

Unit #4 Project Officer
$ Decorate the bar areas
$ Handle allocation of spaces and pro rata sheets within the unit
$ Coordinate Military Police support

Suggested Briefing Outline
Structure of Update Briefing for Senior Armor Officer
$ Title format
$ Date
$ Time
$ Location
$ Uniform
$ Proposed special guest list
$ Attendance allocations by unit
$ Estimated cost per person
$ Sequence of events
$ Taskings
$ Proposed parking plan
$ Guest speaker
$ Host of the Mess and Narrator
$ Proposed menus
$ Proposed musical selections
$ Proposed guide for participants
$ Additional guidance

Suggested Program

Ceremonial Firing of the Cannon

Introductory Sequence
Ruffles and Flourishes
Opening of mess
Posting of Colors
Invocation
Toasts
The United States of America
The President of the United States
The United States Army
The Armor and Cavalry
Our loved ones not present

Identification of honored guests
Meal Sequence
   Sampling of meat
   Meat Service
   Fiddler's Green
   Comfort break

Respects Sequence
   History of the Armor and Cavalry

Awards Sequence
   Introduction
   Citation
   Inductions

Guest Speaker Sequence
   Introduction
   Speech
   Memento presentation

Concluding Sequence
   Group sing
   Retiring the Colors
Suggested Agenda

Military Ball

- 1900-1930  Receiving line operates
- 1930-2030  Dinner served
- 2030-2045  Dancing

Dinner Dance

- 1830-1900  Receiving line operates
- 1830-1930  Cocktails served and guests take seats; senior Armor officer welcomes participants
- 1930-2130  Dancing begins; dinner is served slowly enough to allow dancing between courses
- 2130-2400  Dancing
Preliminary Notes

Upon arrival, proceed down hallway, take a glass of punch and enter the anteroom for cocktails. Seating plans will be displayed prominently. Ensure you have set up your table before Mess Call.

At the exact hour the ceremony begins, the senior Armor officer and special guests will arrive under the guidance of their escort officers.

Ten minutes before dinner, signal the bandsman to sound Assembly. This indicates there are 10 minutes in which to finish cocktails. Further drinks should not be ordered during this time.

At the proper time, tell the bandsman to sound Mess Call. Except for those to be seated at the head table, everyone will enter the dining room and remain standing. Remind those entering the dining room not to bring in drinks. When everyone else is in place, the President will escort those to be seated at the head table to their seats.

Honors will be rendered to the senior Armor officer.

Sample Script

Host: [With one rap of the gavel]
    Ladies and gentlemen, the mess is open! Command Sergeant Major, present the Colors.

Everyone faces the center aisle

Command Sergeant Major:
    Sir, the Colors are present.

[National Anthem]

Host:
    Post the Colors.
    Chaplain, please give the invocation.
    [Invocation]

    Ladies and gentlemen, take your seats.

President of the Mess introduces those seated at the head table.

Narrator: [Sounds chimes] Sir, with your permission,
    Dinner will be served.

Host:
    By all means, proceed!

President finishes his salad. Host and Narrator are served the meat.
Host: [Raps gavel, if necessary]
    Narrator, sample the meat and report.

Narrator: Sir, the meat is ________.

Dinner continues. Band entertains.

Host: [Raps gavel, if necessary]
    Ladies and gentlemen, we will take a 15-minute comfort break. Return to your
    seats promptly at ________ hours.

    During the comfort break, the tables will be cleared except for the decorations
    and port glasses. Water glasses and non-alcoholic drinks will be available for non-
    drinkers. The waiters will position coffee cups and serve coffee. Simultaneously,
    waiters will place port decanters on the tables.
    At Narrator’s cue, bugler sounds Assembly 10 minutes after the comfort
    break is announced. When Assembly sounds, everyone will be seated.

Host: [Raps gavel, if necessary]
    Ladies and gentlemen, please pass the port!

    The Host will take the lead by circulating the port in a clockwise direction. Each person
    fills his glass and passes on the decanter.

Host: Ladies and gentlemen, please rise. Toasts are now in order.

All rise and remain standing until the conclusion of the toasts. Hold port glasses in the
right hand.

    [Drum roll] (optional)

Host: I propose a toast to the United States of America.

    All drink the Toast and say,
    to the United States

    The band plays God Bless America.
    [Drum roll]

Major or below, Post Staff: I propose a toast to the President of the United
    States.

    All drink the Toast and say,
    to the President.
[Drum roll]

Major or below, Unit #1:
I propose a toast to the United States Army.
All drink the Toast and say,
to the Army.
[Drum roll]

Major or below, Unit #2:
I propose a toast to the Armor Branch.
All drink the Toast and say,
to the Armor Branch.
[Drum roll]

Major or below, Unit #3
I propose a toast to Armor and Cavalry soldiers, past and present.
All drink the Toast and say,
to Armor and Cavalry soldiers, past and present.
[Drum roll]

Ladies are seated

Narrator:
I propose a toast to the Ladies.
Men drink the Toast and say,
to the Ladies.

Host: Ladies and gentlemen, that concludes the toasts. Please be seated.

Neither narrator nor host should recognize any points of order.

Host: I call upon_________ to pay respects on behalf of us all to the United States Armored Branch.

Following this, the Senior Armor officer will say a few words and introduce the distinguished guest speaker. Remarks by the distinguished guest and thanks by the Senior Armor officer, including the presentation of a memento, will then occur in sequence with the inductions.

Host: Ladies and gentlemen, please rise, I now call upon_________ to come forward and lead us in singing >The Army Song and >The Gary Owen Song.
Host: Ladies and gentlemen, please join me in the bar.

The Band plays XXXX, as those at the head table leave the dining room, followed by those from the other tables. Narrator is the last person to leave. No one should leave the tables at any time before this, except in cases of dire distress.
CHAPTER 5

GROG CEREMONY

NARRATOR: Cavalry Grog has a long tradition of identifying true cavalrmen. The punch’s ferocity and keen taste can be savored by those old Cavalry Troopers who spur their way to victory. To others, it is a poison, with the sting of a scorpion, the bite of a cobra, and the kick of a mule. Although we are proud warriors of the present, none must forget the past. To honor those cavalrymen who have come before us I add the remains of the grog from years past.

We must first have a base. Our base has been boiled by the heat of battle, drawn by our sabers as we charged our enemies, and cooled by our victories which encompass the world. The Junior Officer in the Squadron is LT__________ who will now lay the base of cavalry blood.

LT__________ walks to the Grog bowl and adds the base of fruit punch (HHT): To commemorate the creation of the Regiment in 1866, and in recognition of their glorious deeds on the plains, protecting settlers and maintaining law and order in the West, and in honor of all the gallant cavalrymen on the Indian Wars, I add Sky Blue Vodka to represent the “Big Sky” of their battlefields.

NARRATOR: In 1898, the war with Spain was declared and the horse soldiers deployed to Cuba where they remained until 1902. The speed and shock effect of the cavalry brought the war to a swift end. The Apache Troop will now add the next ingredient to the grog

(A TRP): To the Rough Riders and Regulars of that period who defeated the Spanish and pacified Cuba, I now add Cuban Rum.

NARRATOR: The last horse cavalry combat in the western hemisphere was the result of Pancho Villa’s attack on Columbus, New Mexico in 1916. General John Joseph BLACKJACK Pershing launched the Punitive Expedition into Mexico and halted for all time hostile action against our borders. The Blackhawk Troop will add the next ingredient to the grog.

(B TRP): In recognition that it was the cavalry that forever secured our dusty desert borders from hostile attacks I now add tequila.

NARRATOR: In early 1943, the 7th Cavalry turned in its horses to become an infantry regiment. During WWII as a part of the 1st Cavalry Division, the Regiment’s colors flew into battles across the Pacific from the Admiralty Islands to the Phillipines, securing battle streamers and a place in history for defeating the Japanese. The Regiment
provided General MacArthur’s honor guard in Tokyo as a reward for their actions. The Comanche Troop will now add to the grog.

(C TRP): For the mounted soldiers who saw service in the Pacific, and to appease the great and treacherous Pacific Ocean, I offer San Miguel Beer from the Phillipines.

NARRATOR: On June 25th, 1950 North Korea launched a massive surprise attack against our allies in the South. Garryowen soon found itself in a desperate fight against the communist human waves in the Pusan Perimeter. 1-7 was instrumental in turning the tide of the war and distinguished itself throughout the next three years, including a 116 mile advance into North Korea. Dark Horse Troop will add the next ingredient to the grog.

(D TRP): In honor of Garryowen’s tremendous sacrifices in the frozen hell that was Korea, against the massed and savage red hordes that died on regimental blades, we add that potent and devious extract known as Soju.

NARRATOR: In the 1960s, the Army needed proven warriors to exploit a new form of warfare, airmobile operations. On November 14, 1965 on Landing Zone X-Ray in the Ia Drang Valley of South Vietnam, the Squadron faced a full three regiments of the North Vietnamese Army. Over a day of heavy fighting, 1-7 destroyed one enemy regiment and significantly mauled two more. It was the first large tactical victory for the US and a validation of Airmobile operations. Garryowen fought with honor throughout Vietnam and returned home in 1972. Bountyhunter will now add to the grog.

(SGM XXX (HHT): Representing the gallons of sweat our soldiers gave in the steaming jungles of Vietnam and the liquid with which Garryowen Troopers quenched their thirst, I add warm Budweiser.

NARRATOR: In August 1990 Saddam Hussein chose to invade Kuwait. In September Garryowen deployed with the 1st Cavalry Division to Saudi Arabia as part of Desert Shield. As the Division’s reconnaissance element, the Squadron helped teach the dictator the error of his ways as the US Army routed his forces and liberated Kuwait during Operation Desert Storm. Maj __________will now add to the grog.

(MAJ XXX (HHT): The Persian Gulf War taught us that with the addition of our tanks, our Bradleys, and our aircraft, we had worthy replacements for our old cavalry steeds. To salute the war, we add sand, and for our new dedicated workhorses, we add their lifeblood, JP-8.

Junior Officer moves forward as the narration begins.

NARRATOR: To fulfill the tradition of this time honored ceremony the newest officer in the Squadron will come forward and test this fine mixture that truly represents the history of the Blackhawks.
The Junior Officer ladles a cup of grog and samples it. He looks confused, as always, and turns to the narrator and states “Sir, there appears to be something missing.”

**Narrator:** “Now how could there be anything missing from this complete concoction of Cavalrymen’s spirits?”

**CSM XXX:** “Hold on Sir, I don’t often come to the rescue of split tail lieutenants, but this one appears to be a little smarter than most, for I have the missing ingredient... In recognition of those fallen Cavalrymen who hang their hat and drink at Fiddler’s Green, I now offer this fine French Champagne.

The Junior Officer comes forward, collects the Champagne, adds it to the bowl and samples the punch again. Then states: “**Sir the punch is fit for consumption.**”

**SCO:** Sir, I offer you the first glass of our ceremonial grog. I think that we have it right now.

    HOST tastes Grog and declares that there is still something missing

**SCO:** Sir, I think I know what is missing.....

    SCO moves over to CSM and states “**Please present the artifact**”
    CSM produces an old sock to be stirred into the punch....

**SCO:** At this time, everyone fills the pitchers.
Chapter 6
The Legend of Saint George

The heroic and legendary image of Saint George defeating the dragon exemplifies the mounted gallantry and righteous bravery that we have come to associate with the horse-mounted knights of old. St. George is the only saint who is portrayed as fighting mounted, and his name is linked to famous battles, military orders and mounted warriors throughout the past. We believe that the man who became known as St. George was born in about 280 AD in a region of what is now modern Greece. As a result of his personal bravery, this man then known as Nestor of Cappodocia a city of the Eastern Empire, in Asia Minor became a member of the Roman Emperor Diocletian's personal bodyguard. In 303 AD, Diocletian issued an edict in Nicodemia, now a part of Turkey that ordered the destruction of all Christian Churches, sacred writings and books, and outlawing all Christians who did not; on the surface at least, conform to pagany.

Upon seeing the edict, Nestor tore it down. For his act and his refusal to abide by the pagan emperor’s edict, Nestor was imprisoned, tortured, and executed. Early Christians changed Nestor's name to George, and be became associated with bravery, dedication to faith, and decency. The legend of St. George's defeating the dragon perpetuates the might of the mounted warrior over the forces of evil. It is an Italian legend dating from the 12th Century, and the story goes like this: Near the city of Silene, a frightful dragon came to live in a marshy swamp, and its breath poisoned all who attempted to drive it away. To protect themselves, the citizens offered the dragon two sheep every day. Soon, however, they ran out of sheep, and human sacrifices were then drawn by lot. One day, the lot fell to the king's daughter. She was left in the swamp to face the dragon, and this is where St. George finds her during his travels. In a fierce combat, George defeats the dragon but does not kill it. Instead, he ties the Princess' waistband around the dragon's neck and has her lead it back to the city. There he promises to slay the dragon if the people will embrace the Christian faith. This they agree to do, and he kills the dragon. Later, of course, the dragon came to represent the embodiment of evil and hatred rather than an animal, but the moral remained. The heroism and faith of St. George became the bulwarks to all warriors.

The association of St. George's name with the exploits of mounted warriors extends through the Crusades. In 1098, St. George was credited with a mystical appearance and a resulting victory of the crusaders over the Saracens. His fame continued to spread through the ages. One of the oldest and most noble of knightly orders, the Order of the Garter, was founded in England in the 14th Century to honor St. George. Its members were chosen by the king and had to be of gentle birth, courageous and free from all reproach. "Annual ceremonies are conducted in St. George's Chapel at Windsor Castle on 23 April, Saint George's Day, and the knighting ceremony contains the phrase: “By the Grace of
God and St. George” More than 50 years ago, in 1937, Pope Pious IX declared St. George as the protector of the Italian Cavalry. St. George’s colors are red and white, and it is no coincidence that the colors of the United States Cavalry are the same. Today, St. George still abides as the patron of mounted warriors throughout the world.

He is a common thread among the Armor and Cavalry forces of most of the NATO nations. His memory lives on today in the spirit of the armored knight who helps soldiers in need, who is the epitome of selfless service, and who is the archetypal mounted warrior. In 1986, the United States Armor Association established the Honorable Order of St. George to recognize the very best tankers and cavalrymen among its members.
The Tradition of Saint George’s Day

The United States Cavalry and Armor Association recognizes the tremendous value of Saint George’s legacy, particularly the celebrations and awards associated with his name. Such activities and recognition bring the artillery’s venerable history to mind, but they have another, more significant functions. They establish a standard of excellence for aspiring Troopers. More than any other event in the life of Armor Soldiers, Saint George’s Day offers an opportunity to enhance professional commitment and underscore lofty standards of excellence. That’s why celebrations associated with Saint George must be examples of excellence in planning and performance.

Today, more and more units use the military ball or dining-out format to recognize the vital roles spouses and families play in the lives of Armor soldiers. Whatever the format, the objectives of the celebrations must remain the same:

- To enhance professionalism
- And to create an atmosphere of camaraderie among Armor and Cavalry soldiers and their friends, and cohesion within units.

Such occasions call for ceremony, tradition and good fellowship. They provide an opportunity for gunners to meet, enjoy rituals, hear speakers of distinction, discuss subjects of military and national importance and honor those in their midst who have achieved standards of excellence.
The Black Medallion: is available for deserving lieutenants, pre-command captains, and junior enlisted Soldiers (SSG and below).

The criteria are:

1. Must be an AOC/CMF 19 or other than AOC/CMF 19 Soldier serving in a Tank or Scout PLT in Armor or Cavalry Units at the Battalion/Squadron level or below. Soldier must demonstrate outstanding leadership, tactical and technical competence and exceptional teamwork.

2. Nominees must be an active member of the Association.

3. Nominator must be an active member of the Association.

4. Approval authority is the first Lieutenant Colonel in the chain of command. The approval authority must be a member of the Association.

5. Exceptions to policy and waiver of requirements rest with the Association Executive Director and or President.

Examples are:

Any NON AOC/CMF 19 that served as a Team Leader, Squad Leader, Tank Commander, or Platoon Leader in a Scout Platoon/Tank Platoon.

NON AOC/CMF 19 in the Staff at the Company/Troop HQs, BN, BDE or Higher HQs are not authorize a OSG, they are authorize a Noble Patron of Armor

The key is they must have led ARMOR or CAVALRY Soldiers in a Platoon at the Company/Troop level

The Bronze Medallion is the Association’s recognition of our very best leaders of Cavalrymen and Tankers.

The criteria are:

1. Armor and other than Armor branched officers who demonstrated successful company command, S3 or XO, BN/SQDN CDR and BDE CDR who have led AOC/CMF19 Soldiers in an Armor or Cavalry units.

2. CMF19 NCOs and other than CMF19 NCOs who are branch certified as a Platoon Sergeant, First Sergeant, Sergeant Major and Command Sergeant Major who have led CMF 19 Soldiers in an Armor or Cavalry unit.

3. Scout pilots in cavalry organizations who successfully complete Cavalry missions.
4. All nominees must be an active member of the Association.

5. Nominator must be an active member of the Association.

6. Approval authority is the first Lieutenant Colonel in the chain of command. The approval authority must be a member of the Association.

7. Exceptions to policy and waiver of requirements rest with the Association Executive Director and President.

**Examples are:**

Any NON AOC/CMF 19 that served as a PSG, CO CDR, S3, XO, BN/SDQN CDR/CSM, and or BDE CDR/CSM that has assigned Armor or Cavalry Soldiers in their formation.

NON AOC/ CMF 19 in the Staff at the Company/Troop HQs, BN, BDE or Higher HQs are not authorized a OSG, they are authorized a Noble Patron. The key is they must have led ARMOR or CAVALRY Soldiers in a Company/Troop, BN/SQDN and BDE

**The Silver Medallion** is the Association’s recognition of the nominee upon his completion of long and distinguished service to Armor. The criteria are:

1. Meet the criteria for the Bronze Medallion.

2. Nominee must be a member of the Association.

3. Nominator must be a member of the Association.

4. Brigade level Commander or brigade level Command Sergeant Major in command of a Brigade Combat Team that has CMF 19 Soldiers and Leaders.

5. **Have an approved retirement date.**

6. **Be approved for the award by the first Colonel or above supervisor. The approval authority does not have to be a member of the Association if not an Armor Officer.**

Mail completed nomination packet to:
National Executive Director
United States Cavalry and Armor Association
3100 Gentian Blvd, Suite 17B, Columbus, GA 31907
Email: CAA1@cavalryarmor@gmail.com
Or: CAA2@cavalryarmor@gmail.com
The Noble Patron Of Armor Award

The Noble Patron of Armor Award was developed to recognize those individuals, other than AOC/CMF19 Soldiers active duty or reserve U.S. Army and Marine Corps tankers and cavalrymen, who have significantly contributed to the operational success, or the morale and welfare, of armor and cavalry organizations. While the popular and prestigious Order of St. George Medallion, initiated in 1986, is designed as primarily a U.S. Armor/Cavalry Branch specific award, we in the U.S. Armor and Cavalry Association realize that many other Soldiers and civilians work hard to guarantee the success of our branch and its Soldiers. The knightly image of a magnificent St. George charging bravely against the Dragon would be incomplete without an awareness of those patrons who championed his cause. In times of old, the PATRON provided the support that allowed the knight to go to battle, often caring for the knight’s sword and armor, attending to his mount, assisting in training, and frequently accompanying him into battle. It is in the tradition of the NOBLE PATRON a tradition of companionship and service alongside the mounted warrior that the U.S. Cavalry and Armor Association present this new award.

Who is eligible for the NOBLE PATRON OF ARMOR AWARD?

Officers and Noncommissioned Officers of branches other than Armor.

Example: The battalion signal, chaplain, or food service NCO whose outstanding attention to duty allows a maneuver unit to excel in operations or deployments.

Foreign officers and noncommissioned officers who work directly with U.S. Army organizations in support of armor/cavalry missions.

Officers and noncommissioned officers of other branches of service who work directly with U.S. Army organizations in support of armor/cavalry missions.

Example: An air liaison officer habitually associated with armor or cavalry maneuver unit who, through his outstanding efforts, significantly officer, contributes to the unit’s mission accomplishments.

Who may nominate an individual for the NOBLE PATRON OF ARMOR AWARD? Any member of the U.S. Armor and Cavalry Association in good standing may nominate an individual for the Noble Patron award.

Approval authority is the first Lieutenant Colonel in the chain of command. The approval authority does not have to be a member of the Association if not an Armor Officer.
The Order Of Saint Joan D’Arc Medallion

The United States Cavalry and Armor Association have established the Order of Saint Joan D’Arc to honor ladies who voluntarily contributed significantly to the morale, spirit, and welfare of Armor or Cavalry units and communities. Such voluntary contributions should exemplify the spirit of the Order's name sake in such service to others.

Who is eligible for the St Joan D’Arc?

Ladies associated with Active, Reserve, or National Guard forces or installations maybe nominated. Retired individuals are also eligible. The Association does not require a nominee to be a spouse of a service member. There are those who may contribute significantly to Armor/Cavalry units or installations while serving in an installation organization.

1. A letter of nomination that details the nominee's significant contributions

2. Who may nominate an individual for the St Joan D’Arc   Any member of the U.S. Cavalry and Armor Association in good standing may nominate an individual for the St Joan D’Arc.

3. Approval authority is the first Lieutenant Colonel in the chain of command. The approval authority must be a member of the Association if not an Armor Officer

4. The award consists of a certificate bearing the signatures of the President of the United States Armor and Cavalry Association and the Executive Director and a silver medallion suspended from a yellow ribbon.

Mail completed nomination packet to:
National Executive Director
United States Cavalry and Armor Association 3100 Gentian Blvd, Suite 17B, Columbus, GA 31907

Email:  CAA1@cavalryarmor@gmail.com
Or:  CAA2@cavalryarmor@gmail.com
HOW TO REQUEST AWARDS

HONORABLE ORDER OF SAINT GEORGE, THE NOBLE PATRON OF ARMOR AWARD OR THE ORDER OF SAINT JOAN D'ARC MEDALLION. First, nominate individuals worthy of awards. (Nominating officials don't have to be Armor soldiers.) Then complete the order form, including full name, rank, desired presentation date and what award packet items you wish to purchase. The approving authority signs the packet, ensuring the nominated person meets the criteria of the awards. Finally, send the form to the Cavalry and Armor Association, 3100 Gentian Blvd Suite 17B, Columbus, Georgia 31907; telephone: (706) 563-5714; Email: CAA1@cavalryarmor@gmail.com Or: CAA2@cavalryarmor@gmail.com Include payment for the awards. We will not process award requests unless we receive full payment. We accept credit cards. If your unit commander is an Armor Officer O-5 or above, then that brigade-level commander is the approving authority for these awards. If you do not have a local approving authority, follow the instructions listed below for requesting the Ancient Order of Saint George.

ANCIENT ORDER OF SAINT GEORGE. Follow the procedures listed above, and then include a letter of justification in your award submission. There is no special format to this letter. It simply must contain sufficient details about the candidate to enable the Commanding General, Fort Benning, to make an informed decision. If the Commanding General decides the justification does not merit the honor, then the Cavalry and Armor Association will refund full payment to the requestor. Send the nomination packet and payment through the United States Cavalry and Armor Association to the Commanding General. Mail it to The Cavalry and Armor Association, 3100 Gentian Blvd Suite 17B, Columbus, Georgia 31907; telephone: (706) 563-5714; Email: CAA1@cavalryarmor@gmail.com Or: CAA2@cavalryarmor@gmail.com Include payment for the awards.

LATE SUBMISSION PENALTY. There is a 25% penalty for nominations arriving at the national headquarters less than one month before the projected presentation date. There is a 50% penalty for awards received within two weeks of the presentation date.
WEAR GUIDANCE FOR NECK MEDALLIONS FOR MILITARY MEMBERS

Army Blue Mess Uniform: Neck medallions should be worn with the ribbon around the neck, outside the shirt but underneath the shirt collar, and inside the coat collar with the medallion hanging over the necktie and above the top button of the coat or just under the bow tie near the collar and above the top button of the coat. Whether worn with a bow tie or four-in-hand necktie the medallion should hang the full length of the ribbon unless wearing multiple medallions. An individual should wear no more than two decorations with neck ribbons at one time. The decoration with the highest precedence is worn suspended above the other.

The order of precedence for wearing awards should be determined by the reasoning for the ceremony. As an example, if conducting a Saint George Ceremony and an individual has the Order of Saint George medallion as well as an Order of Saint Maurice medallion, the Order of Saint George medallion takes precedence and should be worn suspended above the other. This should be the case for the following neck medallion awards:

- Order of Saint George
- Order of Saint Maurice
- Order of Saint Barbara
- Audie Murphy Medallion
- SGT Morales Medallion
- Saint Joan D'Arc Medallion.

Medallions should only be worn at military balls, dining-ins, dining-outs, or when other appropriate occasions have been designated by the Commander (full Colonel and above).

*This also applies to civilian wear of neck medallions*

WEAR GUIDANCE FOR THE ORDER OF SAINT JOAN D’ ARC MEDALLION

Ladies should wear the Order of Saint Joan around the neck with the medallion hanging at the full length of the ribbon.
Saint George Commemoration Ceremony

SEQUENCE OF EVENTS

NARRATOR: Ladies and Gentlemen, on behalf of ______________ we would like to welcome you to today's Saint George Commemoration Ceremony.

- Please help us recognize our distinguished members in attendance today:
  - Mr. __________
  - Armor School Command Sergeant Major _____________
  - Command Sergeant Major Retired ______________

Any ADD INS

- Thank you all for your attendance today.

NARRATOR: <Reads History of St. George>

St. George was born about 280 AD in the region of Greece known as Cappadocia, where he was known as the “Nestor of Cappadocia” and was a member of the Roman Emperor’s mounted guard. In 303 AD, the Emperor issued a decree to destroy all Christian churches and sacred writings while outlawing the Christian faith. The Nestor, a recent convert to the faith, tore down the written order and stood against the Emperor. For his act of bravery and defiance, he was imprisoned, tortured, and finally executed. After word of his sacrifice spread, early Christians changed the Nestor’s name to St. George, a saint that would symbolize bravery, dedication to faith and decency.

Later in the 12th Century, more than 1000 years after his execution, the citizens of a small Italian village claimed to have seen him appear suddenly out of the mist to slay a fierce dragon that had been tormenting them. This heroic image of St. George defeating the dragon symbolizes the gallantry and righteous bravery of mounted warriors and the ultimate victory of good over evil. Throughout history, warriors of many nations have related accounts of St. George appearing on battlefields to help the righteous achieve victory. St. George is unique among all of the saints in that he is the only one portrayed as fighting mounted. His name has been linked to famous battles, military orders, and cavalry forces around the world. In fact, to this day, the red cross of St. George is the main element of the National Colors of Great Britain, the Union Jack.

In 1986, the United States Armor Association established the Honorable Order of St. George to recognize the very best tankers and cavalrymen among its members.

- Assistant hands Presenter the Saber.

NARRATOR: Ladies and Gentlemen, as we recognize our newest medallion recipients today, please save your applause until all persons receive their respective medallions.

Order of St. George, Silver Medallion
NARRATOR: At this time, (names of people receiving) please post.  
NARRATOR: To all here present, know ye that (names of people receiving) having been recognized for long and honorable service to Armor and Cavalry is hereby admitted as a Distinguished Knight in the Order of St. George, Silver Medallion.

NARRATOR: Recipients, please kneel and receive your knighthood.  
(Awardee kneels on his left knee facing the presenter. Once the awardee is in position the presenter places the ribbon around his neck and then a touch each shoulder with the tip of the saber and recites the following):

Knighting Official: I do hereby knight thee into the Honorable Order of St. George Silver Medallion. Arise knight and be recognized.

(After Final Silver Medallion awardee arises) 
NARRATOR: Ladies and Gentlemen, please recognize our newest member(s) of the Order of Saint George, Silver Medallion. (applause) PHOTO

Order of St. George Bronze Medallion

NARRATOR: At this time, (names of people receiving) please post.  
NARRATOR: To all here present, know ye that (names of people receiving) having been recognized for long and honorable service to Armor and Cavalry is hereby admitted as a Distinguished Knight in the Order of St. George, Bronze Medallion.

NARRATOR: Recipients, please kneel and receive your knighthood.  
(Awardee kneels on his left knee facing the presenter. Once the awardee is in position the presenter places the ribbon around his neck and then a touch each shoulder with the tip of the saber and recites the following):

Knighting Official: I do hereby knight thee into the Honorable Order of St. George, Bronze Medallion. Arise knight and be recognized.

(After Final Bronze Medallion awardee arises) 
NARRATOR: Ladies and Gentlemen, please recognize our newest member(s) of the Order of Saint George, Bronze Medallion. (applause) PHOTO

Order of St. George, Black Medallion

NARRATOR: At this time, (names of people receiving) please post.  
NARRATOR: To all here present, know ye that (names of people receiving) having been recognized for long and honorable service to Armor and Cavalry is hereby admitted as a Distinguished Knight in the Order of St. George, Bronze Medallion.

NARRATOR: Recipients, please kneel and receive your knighthood.

(After Final Black Medallion awardee arises)
NARRATOR: Ladies and Gentlemen, please recognize our newest member(s) of the Order of Saint George, Black Medallion. (applause) PHOTO

Order of Noble Patron of Armor Medallion

NARRATOR: At this time, (names of people receiving) please post.

NARRATOR: To all here present, know ye that (names of people receiving) having been recognized for long and honorable service to Armor and Cavalry is hereby admitted as a Distinguished Knight in the Noble Patron of Armor Medallion.

NARRATOR: Recipients, please kneel and receive your knighthood. (Awardee kneels on his left knee facing the presenter. Once the awardee is in position the presenter places the ribbon around his neck and then a touch each shoulder with the tip of the saber and recites the following):

Knitting Official: I do hereby knight thee into the Honorable Order of Noble Patron of Armor. Arise knight and be recognized.

(After Final Noble Patron awardee arises)
NARRATOR: Ladies and Gentlemen, please recognize our newest member(s) of the Noble Patron of Armor Medallion. (applause) PHOTO

Order of Joan D’Arc Medallion

NARRATOR: At this time, would each spouse please escort your Joan D'Arc recipient to the front.

NARRATOR: To all here present, know ye that (names of people receiving) having been recognized for long and honorable service to Armor and Cavalry is hereby admitted as a Distinguished Member of the Order of Joan in the Order of Joan D'Arc Medallion.

NARRATOR: Recipients, please remain standing (no kneeling required for Joan D'Arc) and receive your medallion. (Awardee faces the presenter. Once the awardee is in position the presenter places the ribbon around his/her neck and recites the following:}
**Knighting Official:** I do hereby induct thee into the Honorable Order of Joan D’Arc Medallion.

*(After Final Joan D’Arc awardee receives the medallion)*

**NARRATOR:** Ladies and Gentlemen, please recognize our newest member(s) of the Joan D’Arc medallion. (applause) **PHOTO**

**Narrator:** Ladies and Gentlemen, at this time BG__________ and CSM__________ will cut the cake to commemorate this date and the Order of Saint George: *(optional)*

*Cutting of the cake (BG, CSM)*

**NARRATOR:** Ladies and gentlemen, the Armor School Commandant, Brigadier General ___________

**Knighting Official Remarks**

**Narrator:** Ladies and Gentlemen, at this time we will begin lunch. We will start with the head table followed the tables in order from front to back.

Raffle Drawing by ________________. *(optional)*

1. Jody Harmon Print: Fiddler's Green (Signed, Numbered, Framed print)
2. Jody Harmon Print: In the Spirit of St. George (Signed, Numbered, Framed print)
3. Hand Forged Knife and Engraved St. George Sheath provided Gahagan and Mitchell Knives
4. Colt Revolver donated by MG (Ret) Terry Tucker of the U.S. Cavalry and Armor Association

**Narrator:** Ladies and Gentlemen, we would like to thank all those who made today's event a success: The Benning Conference Center and their staff (applause), The Thunderbolt Chapter of the U.S. Cavalry and Armor Association (applause), (any other organizations to be recognized).

We want to thank everyone able to attend today's events. We look forward to seeing everyone during the upcoming Sullivan Cup competition XX-XX April. This concludes the 2018 Saint George Commemoration Ceremony.
MEMORANDUM FOR: National Executive Director, U.S. Cavalry & Armor Association

SUBJECT: Nomination for Award of the Order of St. George – Black/Bronze/Silver Medallion to __________

1. SGT/CPT/MAJ __________ is nominated for award of the Order of St. George – Black/Bronze/Silver Medallion. He is nominated for this award because of his demonstrated tactical and technical competence as an armored leader and for his overall contributions to the Mounted Force.

   During his distinguished career at the company level __________ served as a armor platoon leader and company executive officer in the 1-94 Armor, Minnesota National Guard. He commanded a C/1-94 a tank company in the 1st Battalion, 94th Armor. Throughout his years of service at the company level, his performance was characterized by commitment to his soldiers and to his mission.

   __________ continued to serve the armor force after leaving company command. He was assigned as the S3 (Air) for 1-94AR headquartered out of Duluth Minnesota. It was during this time that his potential for future leadership positions was recognized and he was chosen as an Assistant G3 Operations Officer for the 34th Infantry Division and promoted to the rank of Major.

   __________ abilities were immediately put to the test upon arrival at the 34th ID Headquarters. He was notified that he would be deploying as the Chief of Future Operations for Task Force Eagle and Multinational Brigade North in Bosnia Herzegovina as part of Stabilization Force 14. During this demanding deployment __________ completed the Command and General Staff College.

   __________ epitomizes what an Armor leader should be. He is decisive and tactically and technically competent, and I recommend him for award of the Order of St. George – Bronze Medallion.

2. POC for this memorandum is LTC Willie Roscoe at (123) 456-7890 or willie.roscoe.mil@mail.mil.

Willie Roscoe
LTC, AR
COMMANDING
NOMINATION LETTER

NOBLE PATRON OF ARMOR AWARD

MEMORANDUM FOR Executive Director, US Army Armor Association

SUBJECT: Nomination for the Noble Patron of Armor Award

1. Request the Noble Patron of Armor Award for Mr. _________ in recognition of his 30 plus years of distinguished service and significant contributions to Armor and Cavalry, and the U.S. Army.

Mr. _________ graduated, with a Bachelor of Science degree from the U.S. Military Academy at West Point and a Master in Business Administration from Harvard Business School. During his five years as an Army Officer, he served in company and battalion level position with the 1st and 4th Armor Divisions and the 66th Military Intelligence Group. He is a member of the Aerospace Industries Association and the Association of the Industrial College of the Armed Forces. He serves as a member of the Association of the United States Army Council of Trustees. He served as a member of the Defense Policy Advisory Committee on Trade (DPACT). He is a member of the Navy League of the United States, National Guard Association of the United States, U.S. Army Ordnance Corps Association, and National Infantryman’s Association. He served as Chairman of the Board of Directors of the National Defense Industrial Association and co-chairman of the Industrial Committee of Tank and Automotive Producers. In 2003 he received the NDIA Defense Industry Award for business accomplishment and helping to preserve the Nation’s defense industrial base.

Throughout his more than 30 year career Mr. _________ has truly represented the finest qualities of the Armor/Cavalry tradition. He has selflessly dedicated himself to giving Armor/Cavalry Soldiers the best equipment possible. He had been farsighted in seeking realistic solutions to challenges facing the Combat Arm of Decision.

2. POC for this memorandum is LTC Bernie Mac at (123) 456-7890 or bernie.mac.mil@mail.mil.

Bernie Mac
LTC, AR
COMMANDING
MEMORANDUM FOR Executive Director, US Army Armor Association

SUBJECT: Nomination for Award of the Order of Saint Joan D’Arc Medallion to Mrs. XXXX

1. _________ is nominated for the award of the Order of Saint Joan D’Arc Medallion. She is nominated for having significantly contributed to the health, Welfare, and morale for armor or infantry Soldiers and their families in the 1st Battalion, 16th Infantry.

_________ has served voluntarily as the Charlie Company FRG leader for eight months and exemplified the selfless nature and spirit of the 1-16th Infantry “Iron Rangers” selflessly for the entire duration. During this time, she has been an integral link between the Soldiers and family support network of the organization. Her efforts at organizing family events, information dissemination, and attending to individual family needs both internally and externally to the company led to a robust, viable family support network. She organized several meetings, functions, and events for the families of the Soldiers. She presented baby baskets that she personally prepared for families blessed enough to receive new babies. Her efforts have resulted in a positive moral climate allowing family members to receive the support they deserve. She also spends countless hours attending to personal requests to support family members. She has aided two spouses suffering from financial burden to receive employment. Her efforts have resulted in the organization reaping tremendous benefits and efficiencies as her husband prepared his unit for a deployment with the confidence of knowing that families were in great hands. She truly exemplifies the true spirit of the Saint Joan D’Arc in each and everything she has done for the Battalion. She gives freely of her time and effort and is truly deserving of the award of the Order of Saint Joan D’Arc Medallion.

2. POC for this memorandum is CSM Chuck Norris at (123) 456-7890 or chucknorris@aol.com.

Chuck Norris
CSM,
1st VP ACA
MEMORANDUM FOR: National Executive Director, U.S. Cavalry & Armor Association

SUBJECT: Award Nominations

1. I approve the following people for the listed awards.

<table>
<thead>
<tr>
<th>RANK</th>
<th>NAME</th>
<th>MOS/JOB TITLE</th>
<th>AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSG</td>
<td>Robert W. Smith</td>
<td>19K</td>
<td>OSG (Black Medal)</td>
</tr>
<tr>
<td>LTC</td>
<td>Billy C. Compton</td>
<td>BN CDR</td>
<td>OSG (Bronze Medal)</td>
</tr>
<tr>
<td>MAJ</td>
<td>Jim R. Davis</td>
<td>19A</td>
<td>OSG (Silver Medal)</td>
</tr>
<tr>
<td>COL</td>
<td>Bobby K. Wright</td>
<td>19A</td>
<td>OSG (Bronze Medal)</td>
</tr>
<tr>
<td>Mr.</td>
<td>Bill J. Thomas</td>
<td>N/A</td>
<td>Noble Patron of Armor</td>
</tr>
<tr>
<td>Mrs.</td>
<td>Betty T. Wright</td>
<td>N/A</td>
<td>Order of Saint Joan D'Arc</td>
</tr>
</tbody>
</table>

2. I will present these awards on __________ at our Saint George Celebration.

3. I have attached the Multiple Nomination Form.

4. The POC for this memorandum is CPT Reginald Ragland at (123) 456-7890 or reginald.ragland.mil@mail.mil.

Bruce Lee
LTC, AR
Commanding
Appendix A

Fiddler’s Green

Halfway down the trail to Hell,
in a shady meadow green, are the souls of
all dead troopers, camped near a good old-time canteen,
and this eternal resting place is known as Fiddler’s Green.

Marching past, straight through to Hell, the Infantry are seen,
accompanied by the Engineers, Artillery and Marines, for none
but the shades of Cavalrymen dismount at Fiddler’s Green.

Though some go curving down the trail, to seek a
warmer scene, no trooper ever gets to Hell, ere he’s
emptied his canteen, and so rides back to drink
again with friends at Fiddler’s Green.

And so when man and horse go down
beneath a saber keen, or in a roaring charge
of fierce melee you stop a bullet clean, and the
hostiles come to get your scalp, just empty your
canteen, and put your pistol to your head
and go to Fiddler’s Green.
## Appendix B

### Appropriate Music and Choral Selections

<table>
<thead>
<tr>
<th>Selection</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Across The Wide Missouri</td>
<td>I Left My Love</td>
</tr>
<tr>
<td>Annie Laurie</td>
<td>Iron Soldier March</td>
</tr>
<tr>
<td>Arkansas Traveler</td>
<td>I Want To Be In The Cavalry</td>
</tr>
<tr>
<td>Battle Hymn of the Republic</td>
<td>Little Footsteps</td>
</tr>
<tr>
<td>Captain Jinks Of The Horse Marines</td>
<td>She Wore A Yellow Ribbon</td>
</tr>
<tr>
<td>Civil War Medley</td>
<td>Soldier’s Joy</td>
</tr>
<tr>
<td>Fiddler’s Green</td>
<td>The Army Song</td>
</tr>
<tr>
<td>Garry Owen</td>
<td>The Dreary Black Hills</td>
</tr>
<tr>
<td>Good Bye At The Door</td>
<td>The Girl I Left Behind Me</td>
</tr>
<tr>
<td>Hit The Leather</td>
<td>We Were Soldiers Soundtrack</td>
</tr>
<tr>
<td>Horse Soldier</td>
<td>When Johnny Comes Marching Home</td>
</tr>
</tbody>
</table>